

COVID-19 Health Needs Funding Submission Guide for Quarter 3 and Quarter 4 (2021-22 FY)

Original Version – September 17, 2021

The First Nation and Inuit Health Branch, Alberta Region (FNIHB-AB) is committed to ensuring that all Nations across the province have access to the health services they need to respond to the COVID-19 pandemic. As the pandemic response continues, health funding will be provided using a needs based approach using an “as when and needed” mechanism, therefore as your pandemic situation changes, so may your funding needs. To facilitate this, each Nation, Tribal Council and Health Organization that requires health needs funding support can complete and submit a quarterly submission request template to FNIHB-AB.

For First Nations and Organizations wanting to access funding during Quarter 3 (October 1st, 2021 to December 31st, 2021) or Quarter 4 (January 1st, 2022 to March 31st, 2022), the following guide provides an overview of the submission requirements and process as well as a Frequently Asked Questions section. Please note that a guide on Accessing additional public health support for First Nations and Inuit communities during COVID-19 has been posted to the Indigenous Services Canada website. For more information, please contact your Nation’s Community Liaison Team (CLT) or submit your inquiry to the FNIHB-AB Communicable Disease Emergency Inbox

Funding Submission Requirements

Submission Format:

A complete funding submission should include the following:

1. An overview that identifies the activities to be undertaken (**Addendum A**)
 - A brief description of each activity
 - Key details important to the activity are highlighted
 - i.e. Staffing – Temporary: Position names, number of positions, fulltime/part-time, rate of pay, etc.
2. A budget separating the estimated costs by category (**Addendum B – Part 1 & 2**)
 - **Select the proper Quarter budget sheet to populate – Q3 or Q4**
 - **Part 1 - MANDATORY**
 - Answer the questions (up to four) and follow the directions beside each question for next steps.
 - **Part 2** - Quarter estimate budget has a timeframe of 3 months
 - Q3 – October 1 to December 31
 - Q4 – January 1 to March 31

- Only use the corresponding quarter template based upon the timeframe of your submission request.

PLEASE NOTE THAT Q4 SUBMISSIONS WILL NOT BE ACCEPTED OR REVIEWED PRIOR TO DECEMBER 1ST, 2021.

- The following categories need to be used for your funding submission (further information can be found under **Category Definitions** section):
 - Staff – Health
 - Staff – Temporary
 - Staff – Custodial for Isolation Centre and Facilities
 - Staff – Security for Isolation Centres and Facilities
 - Medical Equipment and Supplies
 - General Supplies
 - Transportation
 - Food Security
 - Other – Communication
 - Other – Training
 - Other – Mental Wellness
 - Other – Personal Protective Equipment
 - Other – Pandemic Plan
 - Other

Where to submit:

- Completed funding submissions should be submitted via email to the FNIHB-AB Communicable Disease Emergency inbox at sac.cdemergenciesab-urgencesmtab.isc@canada.ca

Category Definitions

- Staff – Health
 - Surge capacity to support **existing** health staff and positions with overtime costs, relief staff support and additional hours for part-time staff. Staff that had a position within the health department prior to the COVID pandemic is to be captured in this category.
- Staff – Temporary
 - Includes all new staff hired on a temporary basis to support the pandemic response;
 - Staff from other departments that have been retasked to Covid response, their overtime costs is an eligible expense (not their base salary, which is already funded through their program);
 - Additional custodial staff are not to be included – they have their own category;
 - Security staff are not to be included – they have their own category;

- Staff – Custodial for Isolation Centre and Facilities
 - New staff hired on a temporary basis to support the cleaning of the isolation centres and facilities and additional cleaning for the health centre

- Staff – Security for Isolation Centres and Facilities
 - New staff hired on a temporary basis to support the security measures for the isolation centres and facilities and health centre

- Medical Equipment and Supplies
 - Medical equipment and supplies used to support the COVID response such as thermometers, carts, sanitizers, disinfectants, Plexiglass shields, etc.

- General Supplies
 - Supplies to support the operational plan such as cots, bedding, batteries, pens, paper, computer, storage containers, etc.

- Transportation
 - Additional capacity for transportation staff such as overtime;
 - Additional capacity such as temporary transportation services for clients to access health facilities and isolation centres;
 - Transporting samples to lab;

- Food Security
 - Supports the purchase and distribution of food to people self-isolating on the advice of a medical professional.
 - Food is a perishable product therefore a base funding amount is provided based upon the number of isolation spaces identified in your plan (Please see **Addendum C** for more details).

- Other – Communication
 - Supports items such as signage, physical distancing markers, electronic communications (Nations/Organization website messages, Facebook, etc.)

- Other – Training
 - All forms of training supports required for staff to safely and properly implement the Nations/Organizations pandemic plan are eligible.

- Other – Mental Wellness
 - Support is provided to adapt existing services (mental health and addiction services) to maintain public health measures such as use of virtual platforms (telehealth sessions).

- Equipment and services to set-up and maintain virtual platforms are eligible. This can include communication devices (laptop, Ipad, etc.) and services (wifi, teleconferencing, etc).
- Other – Personal Protective Equipment
 - PPE are limited to non-medical masks or surgical masks, gloves, or supplies not covered by provincial/territorial or ISC stockpile. It is limited for use to essential workers.
 - Essential workers are considered critical to preserving life, health and basic societal functioning and include, but are not limited to: first responders, health care workers, critical infrastructure workers, hydro and natural gas, and workers who are essential to supply society with critical goods such as food and medicines.
- Other – Pandemic Plan
 - Supports the updating process necessary to adjust the Nations/Organizations operational plan as the pandemic changes;
 - Support a review of the effectiveness of the Nations/Organizations pandemic response.
- Other
 - This will include items that do not fit into any of the other categories and will be reviewed on a case-by-case basis.

ISC-FNIHB national document on COVID funding support

Accessing additional public health support for First Nations and Inuit communities during COVID-19 – use link below to access on internet

<https://www.sac-isc.gc.ca/eng/1584819394157/1584819418553>

Frequently Asked Questions

1. How do I know which budget template to complete?
 - If you are seeking funding for Q3, then you complete the Q3 budget template.
 - If you are seeking funding for Q4, then you complete the Q4 budget template.
2. Can I complete both quarters' budget templates?
 - No
 - Only complete the budget template for the quarter you are seeking funding for.
 - Q4 funding submissions will not be accepted or reviews prior to December 1st, 2021.
3. Do I need to complete Part 1 and answer the questions?
 - Yes
 - If the questions remain unanswered, your funding submission will be returned to you for completion prior to any review

- The purpose of the questions are to determine if the Nation has a sizable surplus of health needs funding. If so, a meeting may be set up to discuss the financial situation and funding submissions ask.
 - Health Needs funding is to be accessed on an “as and when” needed basis.
 - Surplus funds held by the Nation are acceptable and are measured against each individual Nations unique circumstances.
4. What if my needs change and I need additional funding during the Quarter? Can I request additional funding?
- Yes. FNIHB-AB understands that as community needs change so to may operational needs. If you determine that your current funding submission and funding is insufficient or needs to be adjusted, please contact your Nation’s CLT for assistance and next steps.
5. What types of activities are eligible for this funding submission?
- Your funding submission should be based on your community pandemic plan. Activities identified in your pandemic plan that are covered by the health needs funding (with the exception of capital and perimeter security activities explained in question 7 & 8 below) should be included in your funding submission. The guidelines published by FNIHB outline the areas that can be supported which are explained in the Category Definitions above. During review of your funding submission, activities identified in your pandemic plan that are not covered by this funding may be flagged as eligible expenses through other funding sources such as the ICSF.
6. Who is considered an essential worker?
- Essential workers are considered critical to preserving life, health and basic societal functioning and include, but are not limited to, first responders, health care workers, critical infrastructure workers, hydro and natural gas, and workers who are essential to supply society with critical goods such as food and medicines
7. Does this funding submission cover Capital funding?
- No. Capital funding is submitted in a separate funding submission. Please contact your Nation’s CLT member for more information.
8. Does this funding submission support perimeter security?
- No. Perimeter security is currently supported through ICSF only.
9. Can I request Plexiglass for work areas other than the health centre such as the Band office, Social Service office, School, etc.?
- Yes. Currently Plexiglass is supported to adapt workplaces, community events, and ceremonies to ensure physical distancing and other public health measures are in place.
10. How do I prepare for the distribution of vaccine?

- Prepare as normal for any immunization process for your Nation. Additional staffing can be supported through this health needs submission process.
- Immunization supplies, including alcohol swabs, needles, syringes, and sharps containers, will be shipped directly to Nations and the amount of supplies shipped will be based on population and initial shipments will consist of 50% of the community allocation. Remaining allocation will be shipped as supply is utilized.

11. Is this funding stream the same as the Indigenous Community Support Funding (ICSF)?

- No. While both funding streams have some overlapping areas of support, the COVID-19 needs-based Health Funding stream and the ICSF are separate sources of funding within ISC.

12. How do I submit the funding submission?

- Funding submissions must include a list of activities and detailed budget (outlined above). Completed funding submissions may be sent by email to the Communicable Disease Emergency inbox at sac.cdemergenciesab-urgencesmtab.isc@canada.ca. Please contact your Nation's CLT member for more information.

13. How long will it take for FNIHB-AB to respond to a submitted funding submission?

- It will take between 2-4 weeks to respond to a completed funding submission depending on the number of submissions and level of detail received. First Nations are encouraged to submit funding submissions as soon as possible.

14. What type of reporting is required?

- A separate financial schedule within your annual audit (due July 29th, 2022) that breaks down the funding expenses by category will be required. It can be combined with the financial schedule required for capital funding received.

EXCEL Workbook Tabs – Submission Document

Addendum A – Quarter Activity Description

Addendum B (part 1, 2,) – Quarter Budget Details & Quarter Budget Details Supplement

Addendum C – Food Security